

DAILY PLANET

ALL THE NEWS THAT FITS

Monday, March 1

1999

Training and leadership classes offered by Channel 14 in March

The Employee and Organizational Development Office will broadcast performance-improving seminars on Marshall Continual Learning Channel 14 throughout March. The focus is on leadership and management development; change and innovation; individual and group effectiveness; and computers and technology. **Contact:** Kimberly Davis, 4-3343. Programs and dates are:

Better Business Communications, March 4

Microsoft Office 97: PowerPoint, March 8

Microsoft Office 97: Word, March 15

Leveraging Human Assets, March 16

Toastmasters meeting, 11:30 a.m. Tuesday in Bldg. 4610, cafeteria conference room

Softball kickoff meeting, 11 a.m. Wednesday in Bldg. 4752. Contact: Stan Fuller, 4-1508